                                                                                                            FirstName LastName

                                                                                                              Address

                                                                                                                    City, State.   Zip

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Car salesman

Dealership Address

City, state. Zip

¶

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Wednesday, October 22, 2014

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¶

Dear.................

¶

Paragraph 1: opening/ intro... Reminding salesman of your recent visit... Which car you were interested in, etc.

Paragraph 2: explain what you did to prepare for the visit, how did you feel thru the process?...nervous, intimidated, etc.

Paragraph 3:  what information you still need to find, what you still need help I. Understanding this process...

Paragraph 4:  thank the salesman for their time & help. Where do you currently stand in your decision (ready to purchase or walk away)? Any questions you still have.

¶

¶

Sincerely,

¶

(signed name)

¶

Printed name